

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE COORDINATOR II
(Labor & Employee Relations Unit)

CITY: SAN FRANCISCO, CA

JOB REQUISITION: 2624

OVERVIEW

The Administrative Coordinator will provide staff support for two key California Superior Court events: (1) the annual Labor Relations Academy (a multi-day educational program featuring a blend of lecture, exercises, group activities, information exchange, and mock negotiations); and (2) the semi-annual Labor Relations Forum (a one-day interactive, problem solving, information sharing event). In addition, the Administrative Coordinator maintains a statewide trial court personnel plan and labor contract database and a labor negotiations calendar. The Administrative Coordinator provides scheduling assistance and support for the quarterly chair meetings of the four regional trial court interpreter employment relations committees. The Administrative Coordinator also supports the Labor and Employee Relations Unit (LERU) manager, negotiators and analysts in their daily activities by preparing periodic activity logs and reports, organizing labor negotiation materials, and maintaining confidential investigation and employee relations files.

DEPARTMENT STATEMENT

LERU provides employee and labor relations services to California's Administrative Office of the Courts (AOC), Habeas Corpus Resource Center, Commission on Judicial Performance, and Appellate Courts. In addition to the direct services provided to these judicial branch agencies, the unit supports the state's judicial system by offering expert advice to the 58 superior courts on employee relations policy, collective bargaining, and labor relations training.

RESPONSIBILITIES

- Serving as contact for LERU client inquiries and requests;
- Coordinating the preparation and provision of forum materials and binders;
- Developing and distributing meeting agendas;
- Coordinating the preparation and distribution of surveys;
- Following agency procedural guidelines, identifying operational problems, considering alternatives and recommending solutions;
- Scheduling Academy, Forum, Regional Chair, and other LERU events and arranging for meeting logistics, including space, catering, audio-visual equipment, and transportation of staff;
- Recording, transcribing, and distributing minutes of Regional Chair programs;
- Providing on-site support at all LERU's regional activities;
- Developing and maintaining statewide trial court databases;
- Drafting a variety of routine correspondence;
- Maintaining daily calendars for LERU manager and staff;
- Preparing LERU staff travel expense claims and monthly timesheets and reviewing these documents for accuracy;
- Producing a variety of standard and ad hoc reports, graphs, and charts;
- Invoicing trial courts for labor negotiator expenses;
- Coordinating the preparation and distribution of training materials, PowerPoint presentations, lesson plans, and binders;
- Developing and distributing materials related to program requirements and training class descriptions; and
- Coordinating the presentation of certificates to attendees completing the Academy program.

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QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience organizing and coordinating administrative support for programs and/or projects.

Additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

The Administrative Coordinator II must be able to travel statewide and work evening hours as necessary to provide on-site support at meetings.

The required minimum qualifications listed above will have provided the incumbent with the following knowledge and abilities:

Knowledge of:

- Basic principles and techniques of project coordination and management;
- Correct business English;
- Office and administrative practices and procedures;
- The operation of personal computers and the use of specified computer applications, such as word processing, spread sheets and databases;
- Organizational policies and procedures;
- Principles and techniques of preparing a variety of effective written materials; and
- Basic principles of organizing and summarizing data and information.

Ability to:

- Coordinate and provide effective administrative assistance and coordinate projects and program operations;
- Research, compile, and summarize data and information;
- Prepare clear and concise reports, recommendations, correspondence, and other written materials;
- Work effectively as a member of a team and under severe time constraints;
- Use initiative and judgment within established guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases;
- Communicate effectively in English, orally and in writing;
- Use tact and discretion in dealing with those contacted in the course of the work; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

In addition to the minimum qualifications listed above, desirable qualifications include:

- Substantial experience in developing and maintaining MS Access databases and organizing and coordinating frequent large meetings including full logistical support.

HOW TO APPLY

To ensure earliest consideration of your application, please apply by **September 1, 2006**, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "**Admin. Support (Meet/Conf Svc)**", and search for **Job Req #2624, Administrative Coordinator II**. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

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PAY AND BENEFITS

SALARY RANGE: \$4,411 - \$5,361 per month

(Starting salary will vary between \$4,411 and \$4,852 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ADMINISTRATIVE COORDINATOR II
(Req. #2624)**

1. Please describe your experience working with MS Outlook and MS PowerPoint.

2. Please describe your experience working with MS Excel and MS Access databases.

3. Describe your experience in leading the coordination of a complex meeting and/or conference. Please include the size of the meeting or conference, your role in relation to the event(s), and the complexities at hand in detail.

4. Describe your experience preparing meeting agendas, meeting notes, presentation materials, and any other type of written correspondence.